

Statement of Work

Title: Safety and Health Instructor

Revision Number: 0

Date: October 24, 2016

Statement of Work for *Safety and Health Instructor*

Revision 0

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<i>APPROVALS</i>	<i>PRINT NAME</i>	<i>SIGNATURE</i>
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* Approval for Technical Content

1.0 INTRODUCTION / BACKGROUND

Mission Support Alliance (MSA), in support of its prime contract with the U. S. Department of Energy (DOE), Richland Operations Office (RL), and HAMMER are responsible for providing support to the DOE Training Institute (DTI).

2.0 OBJECTIVE

HAMMER requires a Subcontractor to provide support to the DTI project.

Task 1 – Training Support

Subcontractor shall provide part-time approved personnel to support the DTI effort. The major task includes but is not limited to:

- Provide support for revision and course development support for DTI courses used for training in the DOE complex.
- Provide instructional support for classroom standup, virtual learning and job task training as directed by the BTR.
- Travel as a member of a Mobile Training Team. Travel is generally 5 days or under.

3.0 DESCRIPTION OF WORK – SPECIFIC

Provide support for revision and course development support for DTI courses used for training in the DOE complex. The desired individual will provide Worker Safety and Health Training expertise and knowledge. Ability to assist in the development of training material content based on specific regularity, permit or contract requirements is preferred. Experience in delivering performance based training using various modalities and tools is essential. Job will likely include comparison of various approaches to training with stakeholders and review of existing training materials to select the optimum material for new or upgraded courses.

Provide instructional support for classroom standup, virtual learning and job task training as directed by the BTR. Delivery will be performed by various modalities including stand-up instruction, virtual instruction, mentoring, and mobile assistance team training. Travel to support customer needs may occur.

Courses to be delivered include but are not limited to the following:

- OSHA 10/30 Hour Construction Training
- OSHA 10/30 Hour General Industry Training
- Industrial Hygiene Training
- Hazard Communication Training
- Basic Rigging and Techniques Training

- Hazardous Materials
- Emergency Egress – Life Safety Code

The following courses are desirable including but not limited to the following:

- Emergency Response
- Transportation Emergency Response
- Electrical Safety
- Risk Evaluation and Management

4.0 REQUIREMENTS

General

For any work performed on the Hanford Site or any MSA controlled facility, the provisions of the On Site Services Special Provisions, will apply to Subcontractor personnel.

4.1 Engineering Requirements

No Engineering Requirements identified.

4.2 Environment, Safety, & Health (ES&H) Requirements

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of safety and environmental functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. The Subcontractor shall flow down safety and environmental requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.

Subcontractors and its lower-tier subcontractors shall be responsible to complete an Employee Job Task Analysis (EJTA) in accordance with MSC-PRO-11058 for any of the following situations:

- For any subcontractor employee who will be on the Hanford Site for more than 30 days in a year.
- For any subcontractor employee who may potentially be exposed to hazards (e.g. radiological, beryllium, hazardous wastes, noise) while performing in accordance with the subcontract statement of work.
- For any subcontractor employee enrolled in a medical or exposure monitoring program required by 10 CFR 851, and/or any other applicable federal, state or local regulation or other obligation.

If any of the above conditions are met, the subcontractor and its lower-tier subcontractor employee is to have a current approved EJTA prior to that employee beginning work on the Hanford Site.

Buyer's Safety and Health Procedures are available on the internet at <http://www.hanford.gov/pmm/page.cfm/Construction>. The documents on this site are kept current and are available for Subcontractors and lower-tier Subcontractor use.

4.3 Quality Assurance (QA) Requirements

No Quality Assurance requirements identified.

4.4 Government Property

No Government property identified.

5.0 PERSONNEL REQUIREMENTS

5.1 Training and Qualifications

Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualification and certification requirements.

The following types of training qualifications are required:

Required Qualifications:

- Bachelor's degree or equivalent combination of education and experience.
- Have a minimum of 4 years of experience delivering Worker Health and Safety courses.
- Be able to travel to deliver training materials.
- Be able to stand for up to 4 hours during training and lift up to 25 pounds.

5.2 Security and Badging Requirements

For any on site work, see Special Provisions – On Site Services for details.

Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

5.3 Work Location / Potential Access Requirements

Subcontractor assigned personnel will meet as requested by the BTR. Subcontractor assigned personnel will be required to travel to NTC meetings in other geographic locations.

5.4 Site Access and Work Hours

Hanford personnel at the Hanford Site work a standard 4/10 schedule. The standard work week consist of ten (10) hours of work between 6:00 am and 4:30 pm, with one-half hour designated as an unpaid period for lunch, Monday through Thursday.

Work performed outside normal operating hours shall be coordinated and/or approved through the BTR and/or the Contract Specialist prior to performing the work.

6.0 MEETINGS

Subcontractor shall participate in all meetings as required by the Buyer's Technical Representative (BTR).

7.0 DELIVERABLES AND PERFORMANCE SCHEDULE REQUIREMENTS

7.1 Deliverables

As noted in Section 3.0.

7.2 Schedule

Start Date: Upon Award

Completion Date: September 30, 2017*

*With option to extend on annual basis

8.0 SPECIAL REQUIREMENTS